

Steps in Order to be Paid for Spring'06 Tutoring

Tutors who were not reimbursed or not fully reimbursed because they failed to enter, to finish entering, or to correctly enter hours online can still be paid for the services they performed. Please, follow the appropriate steps.

For tutors that failed to enter data in the online State Tutor Fund program, you must complete the *Request for Spring Payment* which asks you to provide the reason that you did not perform the online activity and data requested in the online program including:

- For each student: SAIS number, date of birth, gender, and eligibility information (from underperforming/failing school, in what AIMS sections high school student scored “approaches” and “falls far below”), and academic improvement
- For each session: date of session, duration of that session , who were present and subject(s) covered

For tutors that failed to finish entering data in the online State Tutor Fund program, you must complete the *Request for Spring Payment* for the information that was not entered online. Thus, do not enter information that you have been paid for.

For tutors that did not correctly enter data, explain the issue in the *Explain why...* section of the spreadsheet found at this site. Enter the incorrect data and the correct data as appropriate.

You have until **September 25, 2006** to email the completed spreadsheet to Nancy Konitzer at Nancy.Konitzer@azed.gov .